Professional Activities Manual

*In the spring, the chapter leader should meet with the principal to discuss professional activities in accordance with Article 7. The purpose of this manual is to offer guidance on how to engage in the consultation process effectively and make sure members have a voice in the professional activities in which they will have to participate.*

**Creation of Menu**

In elementary schools with an 8-period day *(Article 7C4g, p. 29-30)*, *all* middle schools *(Article 7B8, p. 25-26)*, *all* high schools *(Article 7A6, p. 19-20)* and District 75 schools *(Article 7K3, Circular 6, p. 7)*, a menu of professional activities has been established. Principals can only choose from this established list of professional assignments. *(These aforementioned contractual articles replace the menu described in Special Circular 6R for professional/administrative duties.)* [Appendix A]

A principal cannot create his/her own menu activity and add them to the list nor can the chapter. However, any teacher who wishes to participate in a professional activity not listed on the established list of professional assignments may, upon approval from the principal, select such an activity. As outlined in Article 7U, by April 15th of each year, the principal, in consultation with the chapter leader, determines the number of positions and the qualifications and responsibilities for each professional activity. Once the menu of activities with the number of positions, the qualifications and responsibilities for each position, has been agreed upon, during the contractual preference period, teachers shall select in priority order three professional activities. **To the extent possible, teachers should receive one of their three preferences in accordance with the selection procedures.** If this is not possible, the teacher shall be given the opportunity to select three additional choices. If sufficient teachers do not choose a particular activity with any of their six choices, the principal may involuntarily assign teachers to an activity on a rotational basis in inverse seniority order. No teacher should be involuntarily assigned to an administrative activity for two years in a row. *(Article 7U2, p. 45-46)* However, a teacher can volunteer for the same assignment for consecutive years.

**Selection Process**

Please note that it is at the discretion of the principal to assign any teacher new to the school system or teacher in danger of receiving a unsatisfactory rating to professional development or common planning as their professional activity regardless of their preferences. Teachers hired in the fall will be offered three choices by the principal from the menu *(Article 7U3, p. 46).*
In middle and high schools, chapter leaders are relieved of a professional assignment and are to use such time to conduct union business. Teachers with compensatory time positions shall continue to do the work of their position during their professional periods. Athletic coaches may do their coaching work as their professional activity. Teachers assigned to homeroom or to AM or PM bus duty as an administrative duty may use the professional period as a preparation period.

**No one should be given a split assignment (more than one activity) over the five periods a week. Each teacher is to be assigned only one activity (as per arbitration).**

Prior to the end of the school year, teachers shall be notified by the principal in writing as to their professional/administrative assignment (Article 7U4, p. 46).

**Grievance Process**
Any teacher may grieve the failure to follow the terms of this provision through the regular grievance and arbitration process provided by the collective bargaining agreement.

Examples of grievances
- The qualified teacher with school seniority is not selected for a particular activity
- A teacher who did not receive one of his/her choices was not permitted to the opportunity to select three additional choices
- A teacher is involuntarily assigned to an activity two consecutive years
- A teacher is not notified in writing at the end of the year as to which assignment they were given

Grievances should be filed online after consultation with the District Representative

**Appeals Process**
The Union may challenge the number of positions set by the principal for an administrative activity by appealing within 15 days to the Chancellor/designee, who will consult with the Union prior to rendering a decision. The Union may appeal the decision of the Chancellor/designee to the New York City Office of Labor Relations, which will issue a final and binding decision. (See attached form)
Appendix A
Professional Activity Options

High Schools 7A6 p19
Intermediate and Junior High Schools 7B8 p.25
Elementary Schools 7G1 p.29-30
Citywide Special education (D75) 7K3 p.37

The menu of activities to be offered to each teacher shall be from among the following:

(1) Small group instruction (not to exceed 10 students)
(2) One to one tutoring
(3) Advise student activities such as clubs, teams or publications
(4) Perform student assessment activities (including portfolios, performance tests, IEPs, ECLAS, etc.)
(5) Professional development/prepare staff development workshops and demonstration lessons
(6) Common planning time
(7) Conflict resolution for students
(8) Cafeteria duty
(9) Schoolyard duty
(10) Hallway duty
(11) AM bus duty
(12) PM bus duty
(13) Homeroom
(14) Provide inter-disciplinary articulation
(15) Develop multi-cultural curriculum
(16) Develop programs to integrate technology into the daily life of the classroom
Professional Period Appeal Form

Pursuant to Article 7U of the CBA, I would like to file an appeal regarding a dispute between the administration and the chapter, which has not been resolved at the school level.

Professional Assignment: Administrative Duty:

___Small Group Instruction     ___Cafeteria Duty
___1:1 Tutoring                ___Schoolyard Duty
___Club Advisory                ___Hallway Duty
___Student Assessments          ___AM Bus Duty
___Professional development    ___PM Bus Duty
___Common Planning Time        ___Homeroom
___Conflict Resolution         ___Other
___Interdisciplinary Articulation ___Other
___Multicultural Curriculum    ___Technology Integration Program
___Other

NATURE OF DISPUTE

1. ___ The number of positions set by the principal is inappropriate.

Principal’s Proposal:_______ Chapter is Requesting:_______

# of positions     # of positions

Please provide a brief explanation with relevant details:

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

________________________________________________________________________________

School          Chapter Leader Name          Chapter Leader Signature          Date